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GUIDE FOR PRESENTING IMPROVEMENTS IN

10-Hour Job Methods Training Session

Office of Distribution

Personnel Division

I. PREPARATION (To be done in your own office)

- A. Select a job from your own unit for questioning and improvement.
 1. The improvement must be new - no past history.
 2. The demonstration should not take more than 20 minutes.
- B. Make a Breakdown of the job as it is now being done by listing all the details.
- C. Question every detail on Breakdown Sheet.
 1. Question "Why" and "What" to Eliminate.
 2. Question "When", "Where", and "Who" to Combine and Rearrange.
 3. Question "How" to Simplify - Refer to JMT card.
- D. Make a Breakdown of the New Method - List all details.

II. PRESENTATION (In the session - 20 minutes)

Bring to the Session:

1. Breakdown of the new method - copies for each member of group.
 2. Breakdown of the old method - copies for each member of group.
 3. Samples, supplies, equipment necessary to demonstrate the operations. (Blackboard may be used.)
- A. Present the Old Method.
1. Name the job you are going to present.
 2. Explain the setting, arrange charts and diagrams.
 3. Set up equipment to be used.
 4. Distribute copies of Breakdown.
 5. Read Breakdown.
 6. Demonstrate the job as now performed.
- B. Present the New Method.
1. Explain exactly how you used the questions under Step II to develop your New Method (IC.1, 2, 3 above).
 2. Distribute the Breakdown of New Method.
 3. Summarize improvements in terms of percentage of manpower, materials, and equipment saved. If possible, compute savings in terms of man-years and dollars.

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